

Harry McKeown

Editorial and Production Assistant | Vancouver, BC
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SKILLS & HIGHLIGHTS

- Communications professional with 7+ years' experience producing digital and print materials and building strong relationships with diverse communities; strong writer, editor and public speaker
- Master of Publishing (SFU) and BFA in Creative Writing (UBC) with specialized training in equity, diversity, and inclusion (Diversio) and advanced editorial skills in copyediting, substantive editing, and proofreading
- Experienced project coordinator who thrives in fast-paced, deadline-driven environments; strong command of the Canadian Press style guide and proven ability to synthesize technical and creative information
- Proficient in Canva Pro, Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat), Microsoft 365 (Word, Excel, OneDrive, SharePoint, Teams), Miro, Google Workspace, Google Analytics, Slack, Asana, Zoom, Eventbrite, Mailchimp, and major social media platforms; website management (WordPress Wix, Squarespace) and HTML/CSS
- Adept at document design, formatting, and layout for digital and print proposals; experienced with photography, videography, and video editing (Final Cut Pro)
- Passionate storyteller committed to clarity, accuracy, and teamwork in every stage of the communications process, along with an eagerness to develop strong working relationships with internal and external stakeholders

SELECTED PROFESSIONAL EXPERIENCE

Editorial & Production Assistant | Harbour Publishing/Douglas & McIntyre | January 2024—June 2025

- Coordinated 30+ book projects from concept to completion, managing deadlines, workflows, and communications across editorial, design, and marketing teams
 - Highlight: brochure *A Field Guide to Edible Mushrooms of the Pacific Northwest (Revised Edition)*, memoir *From a Square to a Circle*, 500-page photographic manual *Fishes of the Strait of Georgia: More than 240 Life Histories*
- Edited, proofread, and fact-checked content for clarity, accuracy, accessibility, and inclusive language in accordance with internal style standards
- Partnered with designers to produce high-quality visual content aligned with brand and audience needs
- Monitored production workflows and resolved technical and file transfer issues by liaising with design and printing vendors to ensure timely, error-free delivery

Store Manager & Bookseller | Iron Dog Books | March—December 2023

- Designed and launched store newsletter, building over 100 subscribers in two weeks; produced graphics and layouts to establish a consistent visual brand
- Grew social media following by 2,000+ in three months through strategic content design and community engagement
- Coordinated author events, managing logistics, publicity, and digital collateral to drive attendance
 - Highlight: Planned, promoted, and hosted the book launch of Waubgeshig Rice's *Moon of the Turning Leaves* with Darrel J. McLeod at the Wise Hall with over 250 attendees in partnership with Penguin Random House Canada
- Oversaw daily operations, ensuring consistent communications and an excellent customer experience

Editorial Intern | Penguin Random House Canada | July—December 2022

- Managed workflow and assessment of 900+ manuscript submissions, summarizing feedback for editors and coordinating communications with authors and agents
- Supported marketing, design, and production teams in troubleshooting workflow issues, ensuring projects met deadlines and quality standards

Communications Manager | Playwrights Theatre Centre | December 2021—December 2022

- Developed and executed strategic communications and fundraising campaigns, producing written, visual, and digital materials to increase engagement and visibility
- Coordinated project timelines, content creation, and stakeholder communications across internal teams and external partners
- Produced press releases, media kits, and social media content aligned with organizational voice and values

Administrative Assistant | The Bolton Academy of Spoken Arts | July 2019—September 2021

- Provided warm, professional administrative support and front-desk service to a diverse and multilingual community, demonstrating tact, discretion, and cultural sensitivity
- Coordinated complex calendars for instructors and events, maintained up-to-date scheduling systems, and prioritized tasks to ensure smooth daily operations
- Contributed to team operations by improving file organization systems and documenting procedures to support continuity and efficiency
 - Highlight: Coordinated with small administrative team to shift all operations from in-person to online due to COVID-19, including drafting communications to over 600 students and families and providing real-time support to faculty and students during virtual classes, workshops, and events

EDUCATION

Master of Publishing (MPub) | Simon Fraser University, Vancouver, BC | *GPA 4.14*

Creative Writing (BFA) | University of British Columbia, Vancouver, BC | *Graduated with Honours*

Theatre Performance (BFA) | Concordia University, Montreal, QC | *Graduated with Distinction*

Additional Training:

Diversio E-Learning Courses:

- Inclusion, Diversity, Equity and Accessibility (IDEA) Fundamentals
- Unconscious Bias Training

AWARDS

- Graduate Fellowships | \$10,500 total | Simon Fraser University | 2021—2022
- Ralph Hancox Memorial Graduate Scholarship in Publishing | \$2000 | SFU | 2022
- Manuela Dias Memorial Scholarship in Publishing | \$800 | Simon Fraser University | 2022
- George McWhirter Prize in Poetry | \$2100 | UBC School of Creative Writing | 2021